

How to Create a Comprehensive Filing for a Multiemployer Plan My Plan Administration Account (My PAA)

Last Updated:
September 7th, 2021

How to Create a Comprehensive Filing for a Multiemployer Plan

Login

- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.

The screenshot shows a login pop-up window titled "Please log in to continue" with a close button (X) in the top right corner. A red box highlights the "Log in or Sign up" button in the top right corner of the background page, with a red arrow pointing to the login pop-up. The pop-up contains the following text and fields:

- Header: Please log in to continue (with X icon)
- Text: Please see What's New and How To Use MyPAA here.
- Text: Log In or Create an Account
- Form fields: Username (with user icon) and Password (with lock icon).
- Text: Forgot your username or password?
- Note: Note: You can only use this self-service find username/ reset password link if your account is not already disabled.
- Warning: Your account will become disabled upon the 5th unsuccessful login attempt.
- Warning: WARNING!!! WARNING!!! WARNING!!!
- Text: You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.
- Text: Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.
- Text: By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.
- Buttons: Log in (highlighted in orange) and Cancel.

The background page shows the PBGC Home Page with navigation links: Home Page, Ask a Question, Create New Plan / Add, and a Pop-up notification. The page also includes sections for Training Materials, How to file for, Who is the P, and Filing Status.

Plan List Page

- 3

How to Create a Comprehensive Filing for a Single-Employer Plan

Plan Details Page

- ▶ You may also start the filing process from the Plan Details Page
- ▶ From the Plan List Page, click on the “Plan Details” button for the plan you would like to create a Comprehensive Premium Filing for. Then click on “Create Filing” under the “PLAN ADMIN DETAILS” bar.
 - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
 - You can search or sort the columns to find a particular plan

Plans in your My PAA Account							
Show 10 entries				Search: <input type="text"/>			
ID	Plan ID	EIN	PN	Name	Last Filing Update		
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS
Showing 1 to 4 of 4 entries					First 1 Last		

Create Filing

Submit Request

Manage Roles

Check Status of Request

Account History

View Correspondence

Payment Voucher


Premium Filings						
Show 10 entries				Search: <input type="text"/>		
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

General Information

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - Sponsor’s Name
 - Business Code Type
 - Business Code (this dropdown will display available codes depending on the selection for Business Code Type)
- ▶ Note: The EIN/PN cannot be changed on this page. This action must be done on the EIN/PN change page (see slide 7 for more details).
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.

 Home Page

Ask a Question


Search...


johnndoe@g... ▾


[Submit a Filing](#)


Filing Management V2


Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

 I. General Plan Year Information

 General Plan Information

 II. Premium Calculations

 III. Other Filing Details

 IV. Review and Summary

General Plan Information

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001

General Plan Information

Employer Identification Number (EIN):
111111111

Plan Number (PN):
001

Plan Name:
TEST PENSION PLAN

Sponsor's Name:
Test Plan Admin

First Six Digits of CUSIP:

Business Code Type
▾

Business Code:
▾

Exit

Save and Continue

Filing Management Page

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - Plan Admin Information (it is important that this address is accurate, as all mailed correspondence will be sent here)
 - Plan Contact Information (all mailed correspondences will be addressed to this person).
- ▶ Alternate Phone Number and Additional plan contact information are not required. If you decide to provide this information, click on the “Yes” radio button and additional fields will appear.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

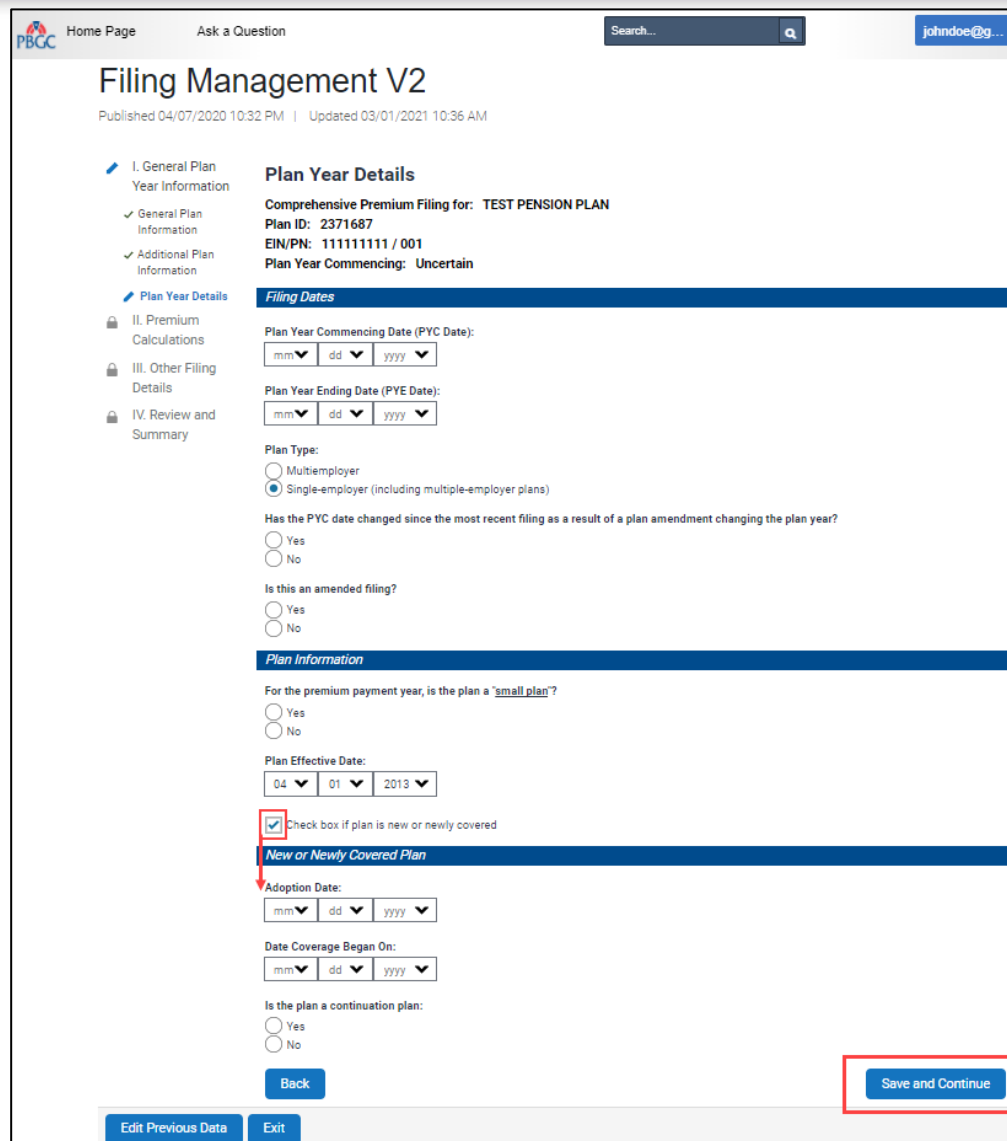


How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Plan Year Details

- ▶ Enter or select the appropriate information for the filing.
- ▶ Required fields on this page:
 - PYC and PYE Dates
 - Plan Type
 - Change in PYC date question
 - Small plan question
 - Plan Effective Date
 - If the plan is New/Newly Covered, check the box for additional fields that will also be required; Adoption Date, Coverage Date, and Continuation Plan question
- ▶ Once all the necessary fields have been populated and the information is verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



The screenshot shows the 'Filing Management V2' web form. The top navigation bar includes 'Home Page', 'Ask a Question', a search bar, and a user profile 'john.doe@g...'. The main title is 'Filing Management V2' with a timestamp 'Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM'. A left sidebar contains a menu with items: 'I. General Plan Year Information', 'II. Premium Calculations', 'III. Other Filing Details', and 'IV. Review and Summary'. The main content area is titled 'Plan Year Details' and shows 'Comprehensive Premium Filing for: TEST PENSION PLAN' with 'Plan ID: 2371687' and 'EIN/PN: 111111111 / 001'. The 'Plan Year Commencing' is 'Uncertain'. Below this is a 'Filing Dates' section with dropdowns for 'Plan Year Commencing Date (PYC Date)' and 'Plan Year Ending Date (PYE Date)'. The 'Plan Type' section has radio buttons for 'Multiemployer' and 'Single-employer (including multiple-employer plans)'. There are two questions with radio buttons: 'Has the PYC date changed since the most recent filing as a result of a plan amendment changing the plan year?' and 'Is this an amended filing?'. The 'Plan Information' section asks 'For the premium payment year, is the plan a "small plan?"'. The 'Plan Effective Date' is set to '04 / 01 / 2013'. A checkbox 'Check box if plan is new or newly covered' is checked. Below this is a 'New or Newly Covered Plan' section with 'Adoption Date' and 'Date Coverage Began On' dropdowns. At the bottom, there are radio buttons for 'Is the plan a continuation plan?'. Navigation buttons at the bottom include 'Back', 'Edit Previous Data', 'Exit', and 'Save and Continue' (which is highlighted with a red box).

Home Page Ask a Question Search... john.doe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - General Plan Information
 - Additional Plan Information
 - Plan Year Details
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

Plan Year Details

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: Uncertain

Filing Dates

Plan Year Commencing Date (PYC Date):
mm dd yyyy

Plan Year Ending Date (PYE Date):
mm dd yyyy

Plan Type:
☐ Multiemployer
☒ Single-employer (including multiple-employer plans)

Has the PYC date changed since the most recent filing as a result of a plan amendment changing the plan year?
☐ Yes
☐ No

Is this an amended filing?
☐ Yes
☐ No

Plan Information

For the premium payment year, is the plan a "small plan"?
☐ Yes
☐ No

Plan Effective Date:
04 / 01 / 2013

☒ Check box if plan is new or newly covered

New or Newly Covered Plan

Adoption Date:
mm dd yyyy

Date Coverage Began On:
mm dd yyyy

Is the plan a continuation plan:
☐ Yes
☐ No

Back Edit Previous Data Exit Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

EIN/PN Change Details

- ▶ Please indicate whether you are reporting an EIN/PN change
 - If you are reporting an EIN/PN change, select “Yes” and the “New EIN” and “New PN” fields will appear. Both fields are required before you may continue.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - ✓ General Plan Information
 - ✓ Additional Plan Information
 - ✓ Plan Year Details
 - EIN/PN Change Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

EIN/PN Change Details
Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

2020 Premium Instructions

Do you want to report an EIN/PN change?
☐ Yes
☒ No

Back

Save and Continue

Edit Previous Data Exit

Home Page Ask a Question Search... johndoe@g...

Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- I. General Plan Year Information
 - ✓ General Plan Information
 - ✓ Additional Plan Information
 - ✓ Plan Year Details
 - EIN/PN Change Details**
- II. Premium Calculations
- III. Other Filing Details
- IV. Review and Summary

EIN/PN Change Details
Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

2020 Premium Instructions

Do you want to report an EIN/PN change?
☒ Yes
☐ No

New EIN: New PN:

Back

Save and Continue

Edit Previous Data Exit

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Form 5500 Details

- ▶ Please indicate if the EIN/PN differs from what was reported on the most recently filed Form 5500
 - If the EIN/PN on the Comprehensive Premium Filing differs from what was reported on the most recent Form 5500, select “Yes.” The “Form 5500 EIN,” “Form 5500 PN,” and Reason fields will appear. All fields are required before you may continue.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
- Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot shows the PBGC Filing Management V2 page. The top navigation bar includes 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update dates. A sidebar on the left lists sections: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, and IV. Review and Summary. The 'Form 5500 Details' section is active, showing 'Comprehensive Premium Filing for: TEST PENSION PLAN' with Plan ID 2371687, EIN/PN 111111111 / 001, and Plan Year Commencing 01/01/2020. A question asks if the plan's EIN or PN differs from the most recent Form 5500, with 'No' selected. A 'Back' button is visible. The 'Save and Continue' button is highlighted with a red box. At the bottom are 'Edit Previous Data' and 'Exit' buttons.

This screenshot shows the same PBGC Filing Management V2 page, but with the 'Form 5500 Details' section expanded to show input fields. The question 'Is the plan's EIN or PN different from what was reported on the most recently filed Form 5500?' now has 'Yes' selected, indicated by a red arrow. Below this, there are input fields for 'Form 5500 EIN:' and 'Form 5500 PN:'. A 'Reason for Difference:' text area is also present, with a note 'Maximum of 300 characters'. The 'Save and Continue' button remains highlighted with a red box. The sidebar and other page elements are consistent with the previous screenshot.

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Flat-Rate Premiums

- ▶ Enter or select the appropriate information for the filing. Required fields on this page:
 - Participant Count Date
 - Active, Terminated Vested, and Retirees and Beneficiaries participant count
- ▶ My PAA will automatically calculate the total number of participants and the flat-rate premium. To see the formula on how the number was calculated hover over the underlined titles.
 - Note: You can reveal the formula for any item that is automatically calculated in the filing process if you hover over the underlined title.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g... Submit a Filing

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- II. Premium Calculations
 - Flat-Rate Premiums**
- III. Other Filing Details
- IV. Review and Summary

Flat-Rate Premiums

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Participant Count Date: 12 31 2019

Participant Count as of Participant Count Date:

Active:
Terminated Vested:
Retirees and Beneficiaries:

Total Participant Count: 0
Single-employer Flat-Rate (per participant): \$83.00
Calculated Flat-Rate premium: \$0.00

Back Edit Previous Data Exit

Calculated Flat-Rate premium: \$0.00
Total Participant Count x Flat-Rate (per participant) = Calculated Flat-Rate premium

Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Calculate Total Premium

- ▶ My PAA will automatically calculate the Flat-rate Premium and Total Premium before proration and Total Premium after proration (if applicable).
 - If the plan does qualify for proration, you must indicate how many complete and partial months are in the short plan year.
- ▶ To see the formula on how the number was calculated hover over the underlined titles.
- ▶ Once the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- II. Premium Calculations
 - ✓ Flat-Rate Premiums
 - Calculate Total Premium**
- III. Other Filing Details
- IV. Review and Summary

Calculate Total Premium

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Flat-rate Premium (FRP)	\$18,180.00
★ <u>Total Premium before reflecting proration</u>	\$18,180.00

Does the plan qualify for proration?

☐ Yes ☒ No

★ Total premium \$18,180.00

[Back](#) [Save and Continue](#)

[Edit Previous Data](#) [Exit](#)

Does the plan qualify for proration?

☒ Yes ☐ No


Number of months (complete and partial) in the short plan year

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Premium Amount Due

- ▶ If the plan has already made any payments for this plan year or there is credit/overpayment from a prior plan year, indicate that here.
- ▶ My PAA will automatically calculate the total credit for the plan year (if applicable) and the total premium amount due.
- ▶ To see the formula on how the number was calculated hover over the underlined titles.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

 Home Page

Ask a Question

Search...

johnndoe@g... ▾

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

✓ I. General Plan Year Information

✎ II. Premium Calculations

✓ Flat-Rate Premiums

✓ Alternative Premium Funding Target Election or Revocation

✓ Variable-Rate Premiums (VRP)

✓ Premium Funding Target Method

✓ Calculating Unfunded Vested Benefits

✓ Variable-rate Premium Due

✓ Calculate Total Premium

✎ Premium Amount Due

🔒 III. Other Filing Details

🔒 IV. Review and Summary

Premium Amount Due

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Total Premium	\$140,298.00
---------------	--------------

Payments made previously for this premium payment year (including credits used)

Outstanding credit from the prior premium payment year

+

=

★ Total credit for this plan year

<div>Payments made previously for this premium payment year (including credits used)</div>	<input type="text" value="\$0.00"/>
<div>Outstanding credit from the prior premium payment year</div>	<input type="text" value="\$0.00"/>
<div>★ <u>Total credit for this plan year</u></div>	<input type="text" value="\$0.00"/>

★ Total Premium amount due:


\$140,298.00

Back

Save and Continue

Edit Previous Data

Exit



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Protecting America's Pensions

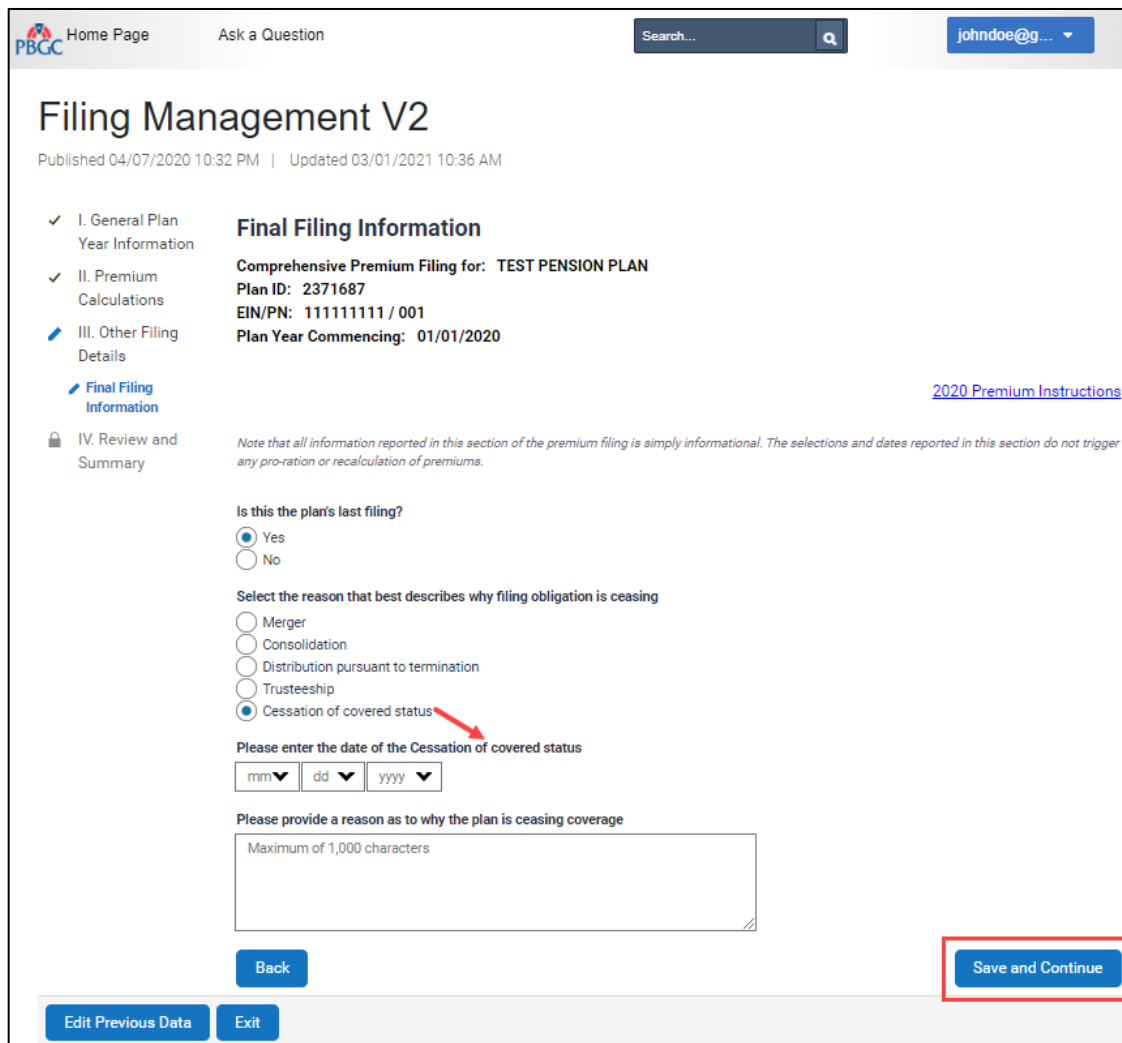
11

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Final Filing Information

- ▶ If this is the plan's last filing, you must select a reason as to why the plan is ceasing, as well as the date the reason took place.
 - If cessation of coverage is selected, then you must also provide a brief explanation as to why the plan is ceasing coverage
- ▶ Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



The screenshot shows the PBGC Filing Management V2 interface. At the top, there's a navigation bar with "Home Page", "Ask a Question", a search bar, and a user profile "johndoe@g...". The main heading is "Filing Management V2" with publication and update dates. A sidebar on the left lists navigation options: "I. General Plan Year Information", "II. Premium Calculations", "III. Other Filing Details", "Final Filing Information" (highlighted with a blue pencil icon), and "IV. Review and Summary". The main content area is titled "Final Filing Information" and shows "Comprehensive Premium Filing for: TEST PENSION PLAN" with fields for "Plan ID: 2371687", "EIN/PN: 111111111 / 001", and "Plan Year Commencing: 01/01/2020". A link for "2020 Premium Instructions" is on the right. Below this, a note states that the information is informational and won't trigger proration. The form asks "Is this the plan's last filing?" with "Yes" selected. It then asks to "Select the reason that best describes why filing obligation is ceasing" with options: "Merger", "Consolidation", "Distribution pursuant to termination", "Trusteeship", and "Cessation of covered status" (selected, with a red arrow pointing to it). Below this is a date field for "Please enter the date of the Cessation of covered status" with dropdowns for month, day, and year. A text area for "Please provide a reason as to why the plan is ceasing coverage" is also present. At the bottom, there are buttons for "Back", "Edit Previous Data", "Exit", and "Save and Continue" (which is highlighted with a red rectangle).

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- III. Other Filing Details
- Final Filing Information**
- IV. Review and Summary

Final Filing Information

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Note that all information reported in this section of the premium filing is simply informational. The selections and dates reported in this section do not trigger any proration or recalculation of premiums.

Is this the plan's last filing?

☒ Yes
☐ No

Select the reason that best describes why filing obligation is ceasing

☐ Merger
☐ Consolidation
☐ Distribution pursuant to termination
☐ Trusteeship
☒ Cessation of covered status

Please enter the date of the Cessation of covered status

mm dd yyyy

Please provide a reason as to why the plan is ceasing coverage

Maximum of 1,000 characters

Back

Edit Previous Data Exit

Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Plan Transfers

- ▶ If the plan has any plan transfers, you must report on this page.
- ▶ If the plan does not have any plan transfers occurring during this plan year, select “No” and click on the “Save and Continue” button.
- ▶ If the plan does have a plan transfer(s) that occurred during this plan year, select “Yes,” and then enter the information accordingly.
 - If more than one transfer occurred, click “Report a Plan Transfer”
 - Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ **Plan Transfers**
- IV. Review and Summary

Plan Transfers

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

2020 Premium Instructions

Did this plan transfer some, or all assets or liabilities to another plan (or vice versa) since the most recent comprehensive premium filing?

☐ Yes
☒ No

Back

Edit Previous Data Exit

Save and Continue

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ **Plan Transfers**
- IV. Review and Summary

Plan Transfers

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

2020 Premium Instructions

Did this plan transfer some, or all assets or liabilities to another plan (or vice versa) since the most recent comprehensive premium filing?

☒ Yes
☐ No

Please provide the following information with respect to the plan to (or from) which assets or liabilities were transferred by clicking "Report a Plan Transfer" below.

Note: If more than one transfer needs to be reported, you must click "Report a Plan Transfer" for every transfer being reported. Please see instructions above for transfers involving new or newly covered plans.

If there is a data entry error you will need to delete the row and reenter correct information.

Transfer Type:	This Plan is the:	Transferor EIN/PN:	Transferee EIN/PN:	Transfer Date

Report a Plan Transfer

Back

Edit Previous Data Exit

Save and Continue

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Participation & Accrual Freeze

- ▶ If the plan has any participation or accrual freezes, you must report on this page.
- ▶ If the plan does not have any participation or accrual freezes occurring during this plan year, select “No” and click on the “Save and Continue” button.
 - Continue to slide 16.
- ▶ If the plan does have a participation and/or accrual freeze continue to the next slide.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

The screenshot displays the PBGC Filing Management V2 interface. At the top, there's a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update dates. A sidebar on the left lists filing steps: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, Final Filing Information, Plan Transfers, Participation & Accrual Freeze (highlighted with a blue pencil icon), and IV. Review and Summary. The main content area is titled 'Participation & Accrual Freeze' and shows 'Comprehensive Premium Filing for: TEST PENSION PLAN' with Plan ID 2371687, EIN/PN 111111111 / 001, and Plan Year Commencing 01/01/2020. A link for '2020 Premium Instructions' is on the right. The 'Participation Freeze' section asks if the plan is closed to new entrants, with 'No' selected. The 'Accrual Freeze' section asks if benefit accruals are frozen, with 'No' selected. At the bottom, there are buttons for 'Edit Previous Data', 'Exit', 'Back', and 'Save and Continue' (which is highlighted with a red rectangle).

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Participation & Accrual Freeze

- ▶ If the plan had a participation freeze during this plan year, select “Yes,” and provide the date the plan became closed to new entrants.
- ▶ If the plan had a partial or total accrual freeze during this plan year, select “Yes,” and provide the date the freeze became effective, as well as the reason for the freeze.
 - If “Other” is selected, please enter a brief explanation.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

PBGC Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- Participation & Accrual Freeze**
- IV. Review and Summary

Participation & Accrual Freeze

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Participation Freeze

As of the beginning of the premium payment year, is this plan closed to new entrants?

☒ Yes
☐ No

Please enter the date the plan became closed to new entrants

mm dd yyyy

Accrual Freeze

As of the beginning of the premium payment year, are the benefit accruals under this plan partially or totally frozen?

☒ Yes
☐ No

Please enter the date the freeze became effective

mm dd yyyy

Please select the option that best describes the nature of the freeze

☐ For all participants, both pay and service are frozen
☐ For some participants, both pay and service are frozen
☐ For all participants, service is frozen and pay is not
☐ For some participants, service is frozen and pay is not
☐ Other (Enter Explanation)

Other (Enter Explanation)

Explanation

Maximum of 300 characters

Back

Save and Continue

Edit Previous Data Exit

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Risk Transfer Activity

- ▶ If the plan provided one or more lump sum windows or purchased any annuities prior to the plan year, you must report the activity on this page.
- ▶ If the plan does not have any risk transfer activity to report, select “No” and click on the “Save and Continue” button.
 - Continue to slide 18.
- ▶ If the plan does have risk transfer activity to report, continue to the next slide.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.


The screenshot displays the PBGC Filing Management V2 interface. At the top, there's a navigation bar with 'Home Page', 'Ask a Question', a search bar, and a user profile 'johndoe@g...'. The main heading is 'Filing Management V2' with publication and update dates. A sidebar on the left lists filing sections: I. General Plan Year Information, II. Premium Calculations, III. Other Filing Details, Final Filing Information, Plan Transfers, Participation & Accrual Freeze, Risk Transfer Activity (highlighted with a blue pencil icon), and IV. Review and Summary (locked). The main content area is titled 'Risk Transfer Activity' and shows 'Comprehensive Premium Filing for: TEST PENSION PLAN' with Plan ID 2371687, EIN/PN 111111111 / 001, and Plan Year Commencing 01/01/2020. Two questions are posed with radio button options: 'Did the plan provide one or more lump sum windows during the prior premium payment year?' and 'Did the plan purchase annuities for a group of participants during the prior premium payment year?'. Both have 'No' selected. At the bottom, there are buttons for 'Edit Previous Data', 'Exit', 'Back', and 'Save and Continue' (which is highlighted with a red rectangle).

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Risk Transfer Activity

- ▶ If the plan provided one or more lump sum windows prior to the plan year, select “Yes,” and provide the following:
 - Number of participants that were in pay status and were not in pay status that were eligible to elect lump sum.
 - Of those eligible, the number that elected lump sum.
- ▶ If the plan purchased annuities prior to the plan year, select “Yes,” and provide the following:
 - Number of participants in pay status and not in pay status when the annuity was purchased.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

 Home Page

Ask a Question

Search...

john.doe@g... ▾

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- ✓ Participation & Accrual Freeze
- ✓ Risk Transfer Activity**
- IV. Review and Summary

Risk Transfer Activity

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Did the plan provide one or more lump sum windows during the prior premium payment year?

☒ Yes ☐ No

Please report the number of participants eligible to elect a lump sum under all such windows and the number of participants who elected a lump sum

Participants not in pay status when lump sum was offered:

Eligible to elect lump sum

Elected lump sum

Participants in pay status when lump sum was offered:

Eligible to elect lump sum

Elected lump sum

Did the plan purchase annuities for a group of participants during the prior premium payment year?

☒ Yes ☐ No

Please report the number of participants for whom an annuity was purchased:

Participants in pay status when annuity was purchased


Participants not in pay status when annuity was purchased

Back

Save and Continue

Edit Previous Data

Exit



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Protecting America's Pensions

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How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Disaster Relief

- ▶ If the plan qualifies for relief due to a natural disaster, as reported by the [IRS](#), you must report that information on this page.
- ▶ If the plan does not qualify for disaster relief, select “No” and click on the “Save and Continue” button.
- ▶ If the plan does qualify for disaster relief, select “Yes” and select the appropriate disaster.
 - If anyone other than the Plan Admin was the person affected by the disaster selected above, please enter their contact information in the fields provided.
- ▶ Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- ▶ To review previously entered data click “Back.”
- ▶ To update/change previously entered data click the “Edit Previous Data” button.
 - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ Final Filing Information
- ✓ Plan Transfers
- ✓ Participation & Accrual Freeze
- ✓ Risk Transfer Activity
- Disaster Relief**
- IV. Review and Summary

Disaster Relief

Comprehensive Premium Filing for: TEST PENSION PLAN
Plan ID: 2371687
EIN/PN: 111111111 / 001
Plan Year Commencing: 01/01/2020

[2020 Premium Instructions](#)

Is this filing subject to an extended due date per PBGC's disaster relief announcement?

☐ Yes
☒ No

[Back](#) [Save and Continue](#)

[Edit Previous Data](#) [Exit](#)

Is this filing subject to an extended due date per PBGC's disaster relief announcement?

☒ Yes
☐ No

Note: You will not see codes in this list where the applicable Disaster Relief period has already passed or have not yet been reflected in our system. Please select the "Other" option if you would like to indicate a code which is not available in the list of values

Please select the identifying number of the applicable IRS Disaster Relief News Release

Is the plan administrator's address in the disaster area covered by the applicable IRS News Release?

☐ Yes
☒ No

Please provide the following information as it relates to the person affected by the disaster:

Contact Name Contact Role

Address 1:

Address 2:

Country: City: State: Zip Code:

United States (US)

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Filing Details Review

- ▶ Once you have completed all the required fields you will be able to review all the information
- ▶ Once all the required filing fields have been completed and the information has been verified click on the accuracy check box and click the “Submit” button.
- ▶ If any data needs to be reviewed again or any updates need to be made:
 - Use the “Back” or “Edit Previous Data” button.
 - Use the navigation bar on the left to quickly go to the desired page.

The screenshot displays the PBGC Filing Management V2 interface. At the top, there is a navigation bar with links for 'Home Page' and 'Ask a Question', a search bar, and a user profile dropdown for 'johndoe@g...'. The main heading is 'Filing Management V2', with publication and update timestamps. A left-hand navigation menu lists five items: 'I. General Plan Year Information', 'II. Premium Calculations', 'III. Other Filing Details', 'IV. Review and Summary', and 'Filing Details Review' (which is highlighted with a red box). The 'Filing Details Review' section contains instructions to review the filing summary, a checkbox for submission, and a summary of filing information. The summary includes: Plan Name: TEST PENSION PLAN, EIN/PN: 111111111 / 001, Filing ID: 212117, and PYC 01/01/2020. A red box highlights a checkbox and its associated text: 'I understand that by selecting this checkbox I am indicating to PBGC that I have prepared this filing accurately and completely and am electing to submit it for review and certification, I will not be able to make any further updates to the filing data unless it is returned to me following Actuary or Plan Administrator review.' At the bottom, there are buttons for 'Back', 'Submit', 'Edit Previous Data', and 'Exit'.

Home Page Ask a Question Search... johndoe@g...

Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

- ✓ I. General Plan Year Information
- ✓ II. Premium Calculations
- ✓ III. Other Filing Details
- ✓ IV. Review and Summary
- Filing Details Review**

Filing Details Review

Please review the Filing Summary information below.

If you have completed the preparation of this filing and no further changes are needed, please select the checkbox below and submit the filing for review and certification. Once submitted, you will not be able to make any changes to the filing data unless either an Actuary or Plan Administrator rejects the filing, at which time you will be notified via email that you can then return to the filing to make the needed updates and resubmit it.

If any changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and then return at a later time to submit this filing, select Exit.

The Summary Information for this filing is the following:

- **Plan Name:** TEST PENSION PLAN
- **EIN/PN:** 111111111 / 001
- **Filing ID:** 212117
- **PYC** 01/01/2020

☒ I understand that by selecting this checkbox I am indicating to PBGC that I have prepared this filing accurately and completely and am electing to submit it for review and certification, I will not be able to make any further updates to the filing data unless it is returned to me following Actuary or Plan Administrator review.



Back Submit Edit Previous Data Exit

How to Create a Comprehensive Filing for a Multiemployer Plan

Filing Management Page

Filing Summary

- ▶ Once you have submitted your filing successfully you will be directed to this confirmation page.
- ▶ Please note that this filing has not been sent to the PBGC yet. Action by the the Payment Preparer and the Plan Admin/Plan Admin Rep are required.
 - For more information and step-by-step guidance, please view the How to Certify, Approve and Submit a Filing Demo.

 Home Page Ask a Question Search...  johndoe@g... ▼

[Submit a Filing](#)

Filing Management V2

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Filing Summary

Thank you for preparing this premium filing!

Please click the Back to Filing Details button below to view the current filing status and proceed with certification and submission of the filing.

[Exit](#) [Back to Filing Details](#)